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Class Specifications
for the Class:

UTILITY CREW SUPERVISOR

Duties Summary:

Supervises a large group of utility workers in providing assistance to a large number of State agencies/offices (e.g., schools, libraries) in the moving and transferring of furniture, equipment and supplies, and providing emergency janitorial, groundskeeping and minor building maintenance and repair support services as needed; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for supervising the activities of a unit responsible for providing centralized support services to other organizational units within an agency or department.

A position in this class is responsible for supervising a group of utility workers engaged in performing heavy lifting and moving of furniture and equipment as a major work assignment; transporting equipment and supplies; and as necessary (i.e., in emergency situations), performing janitorial, groundskeeping and minor building maintenance and repair tasks. Such responsibility involves scheduling and coordinating moving and other support services with the requesting agency and assigning utility workers to provide the manpower necessary to accomplish the work.

The position in this class is provided technical and administrative supervision, receiving assistance on such matters as work priorities, procedures and use of new equipment, tools, supplies and work methods and techniques.

Examples of Duties:

Plans, schedules, supervises and assigns the work of a group of utility workers; receives requisitions for moving heavy items and for auxiliary janitorial, groundskeeping and minor building maintenance and repair services and coordinates with requesting agency; determines number of workers, equipment, supplies and amount of time needed to accomplish the work; receives requisitions for, issues and arranges the delivery of, cleaning and safety supplies (e.g., goggles, gloves, aprons, safety boots) and insecticides; keeps records of work requests and supplies issued; orders safety supplies

from various vendors; receives requests from agencies for assistance with insect problems, assesses the problem and reports findings to the supervisor; under the supervisor's direction, instructs janitorial/custodial personnel on the proper use of insecticide and method of control; arranges for pick up and delivery of equipment (e.g., lawn mowers) in need of repair; assists in the training of janitorial/custodial personnel; may participate in in-service workshops sponsored by the employing department; trains subordinates in the use of new tools and equipment; insures that subordinates use proper and safe work methods and practices; evaluates subordinates' work performance; coordinates subordinates' vacations; assists in the testing of equipment, cleaning solutions, disinfectants, etc.; as assigned, conducts periodic inspections of the sanitary conditions of schools including drinking fountains, restrooms, showers, etc., and prepares report of conditions found; prepares and submits reports as required; may supervise other personnel engaged in janitorial and/or groundskeeping activities; may supervise a position which operates a truck as a major work assignment, in accomplishing the work of the unit; may operate a pick-up truck to check work sites and transport supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; methods, techniques, equipment and materials used in cleaning and maintaining buildings and surrounding grounds; occupational hazards and safety precautions.

Ability to: Plan, assign, supervise and review the work of others; provide training to subordinates and others in cleaning and maintaining building and grounds; maintain safety standards; keep records and prepare reports; give and follow oral and written instructions; deal tactfully and effectively with others.

This is the first specification for the new class UTILITY CREW SUPERVISOR.

Effective Date: March 1, 1987

DATE APPROVED: 5/31/88

ALFRED C. LARDIZABAL
Director of Personnel Services